VideoBureau™

VideoConferencing User's Guide
Dual-Cart Video/Evidence System

The VideoBureau dual-cart video/evidence system can be used for a variety of video communication applications, including simple videoconferencing, multi-source video conferencing, mixed output videoconferencing and the presentation of documents, computer output and VCR tapes within a video conference. Unique features include house audio system interconnection, picture-in-picture mixing of video sources (allowing, for example, a document and a presenter to be displayed on the screen simultaneously), automatic switching of ISDN circuits to the carts and the ability to easily reconfigure the system for single-cart videoconferences.

1. Modes of Operation

Each system is comprised of two carts that may be used in unison, or, the primary cart used by itself. For purposes of reference, we will refer to the tall cart with the television monitor on the top shelf as the *conferencing* cart. The shorter cart with smoked glass doors, will be referred to as the *media* cart.

Before you begin a conference, you must decide whether you will be conducting a simple videoconference, or, one in which the additional sources of video (such as an additional camera, a VCR, computer output, or a document camera) will also be used, and possibly mixed as a Picture-in-Picture (PIP) with one another. Once you are ready to set up the conference, you must make the necessary connections for one or both of the carts. If you require the use of additional sources, you must connect both carts. If you simply wish to videoconference, only the conferencing cart must be connected.

2. Conferencing Cart Connections

The conferencing cart has its own camera, television monitor with built in speakers, and PZM microphone. In addition, this cart also has the capability of connecting to three auxiliary monitors, which will echo the video displayed on the main monitor. When used in a courtroom, these auxiliary connections are used for the 5.6" LCD screens for the judge, witness and deputy. These monitors are connected via long RCA cabling to the three jacks on the back of the conferencing cart labeled "Monitors".

This cart also has two RJ45 jacks. You will need to connect the (top) jack labeled "ISDN" to the wall jack at the front of the bench (in a courtroom), labeled "3". Please remember to disconnect this cable when use of the system is complete. This will free up the ISDN circuits, allowing them to be automatically routed for use in other rooms.

The left and right illustrations below show the front and back views of the conferencing cart, respectively, including the various cabling interfaces.
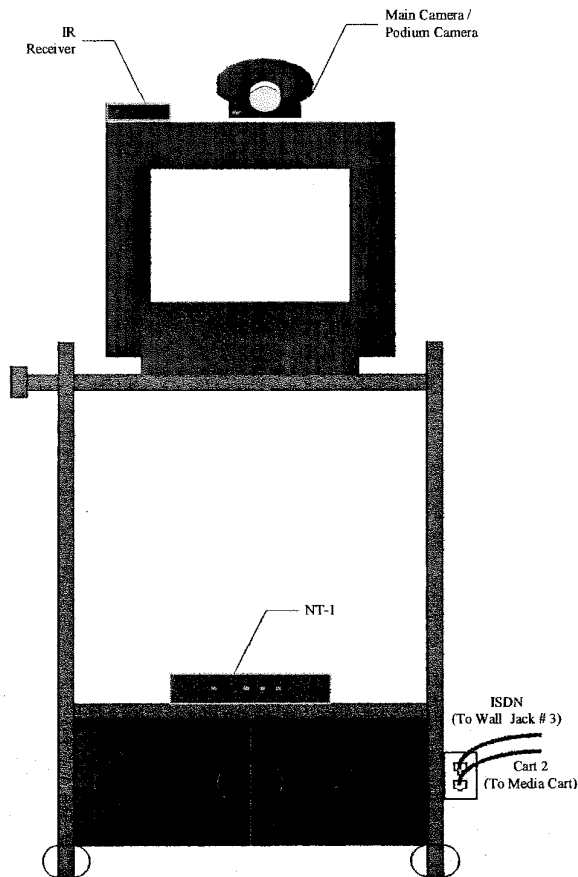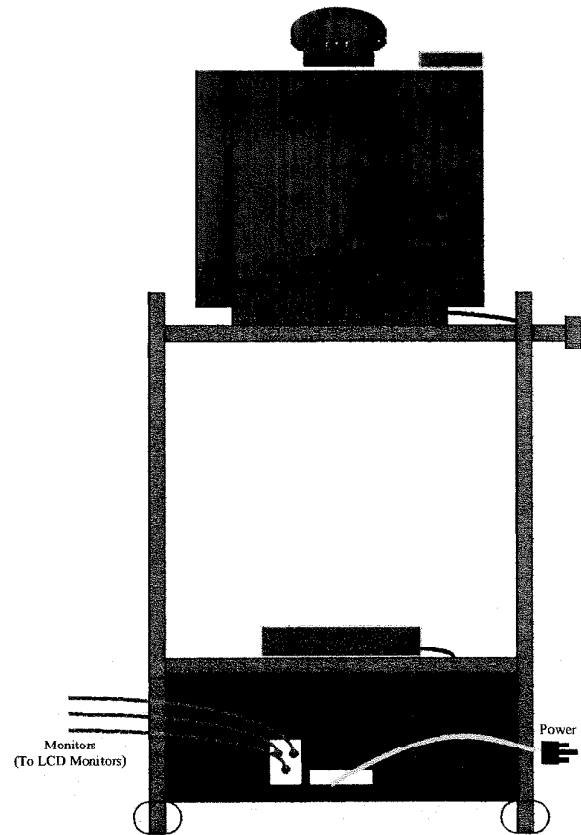
Figure 1: Front view of Conferencing Cart

Figure 2: Back view of Conferencing Cart

Once you are cabled in to the wall, you may then connect the power plug emerging from the back of the cart into a convenient power outlet. As the cart powers up, you will see the camera and television monitor turn on. There is box that sits on the bottom shelf of this cart. This is called an *NT-3*. This box has a power light and three line status lights. As the cart powers up, the power light will come on, and the line status lights will flash until they are able to identify a valid ISDN circuit. If these lights continue to flash for over 30 seconds after power-up, another cart may be using the ISDN circuits. You cannot use the cart if another cart is currently using the ISDN circuits. However, if another cart is plugged in to the ISDN wall jacks in another room, but is not using the cart for a conference, you must disconnect that cart from the ISDN wall jacks to release the ISDN circuits for use by your cart.

Once the ISDN circuits are connected, you can begin to operate the cart. You will use three remote controls to operate the cart. One for the TV, labeled Panasonic, one for the camera, and another for placing and ending calls with remote sites (using a *codec*), labeled Tandberg. The camera on this cart corresponds to button 1 on the **Camera Select** area on your camera remote.

3. Media Cart Connections

This cart has the capability of displaying multiple sources of video. These video sources are: a PTZ camera (Judge Camera), a document camera, a VCR, and the output of a computer. This cart cannot be used on its own and must be used in conjunction with the conferencing cart. There are two RCA connectors on the back of the cart for interconnection with a house audio handoff. In order to ensure proper operation, it is important that there is a handoff from this cart to and from a house audio system. Absent the house audio connections, the only audio

exchanged with a remote participant will be from the PZM microphone and to the television speakers of the conferencing cart.

The left and right illustrations below show the front and back views of this cart respectively, including the various cabling interfaces.
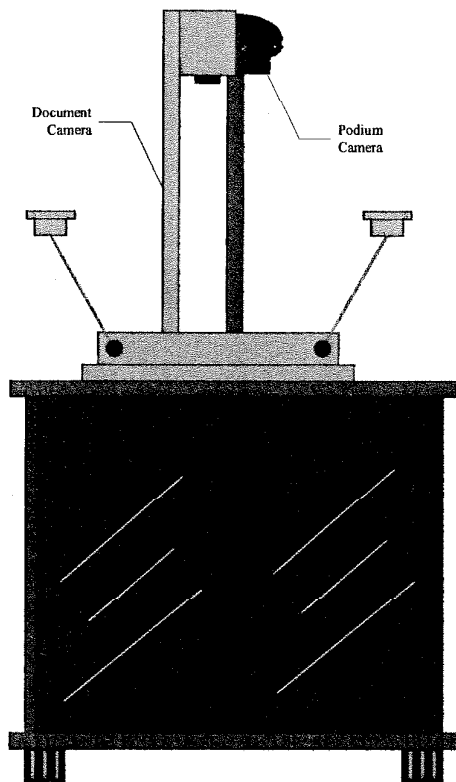

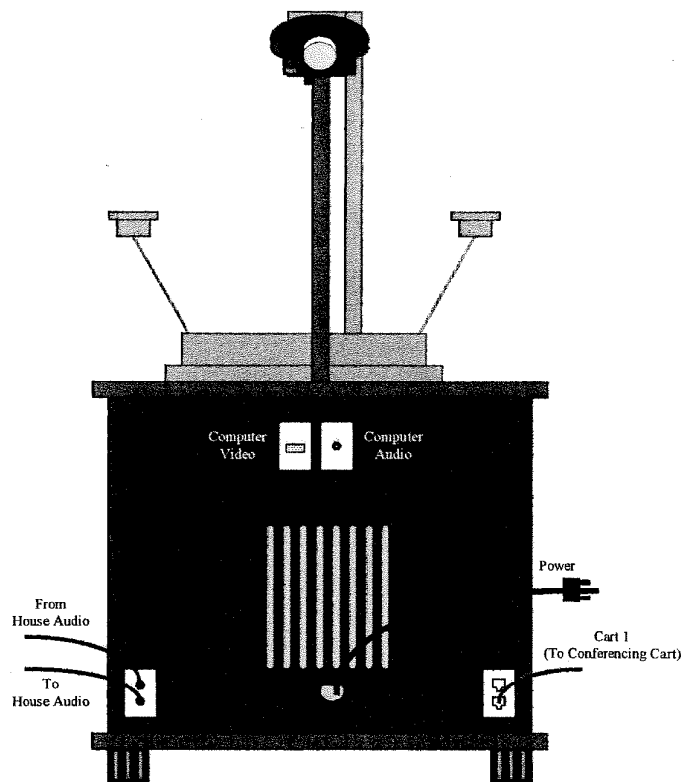Figure 1: Front view of Media Cart   Figure 2: Back view of Media Cart

In order to interconnect the two carts, you may use the 25' patch cord, typically left on the bottom shelf of the conferencing cart. One end of this cable is to be plugged in to the port marked **Cart 2** on the conferencing cart. The other end is to be plugged into the port marked **Cart 1** on the media cart. The media cart is typically placed next to the podium in courtrooms, with the camera (and the back of the cart) pointed at the bench. Once the carts are connected to each other, you may connect the power plug emerging from the back of the cart into a convenient power outlet.

The camera remote control from the conferencing cart can also be used to control the camera on the media cart. Select the button labeled Camera 2 on the remote to control the camera on the media cart. The media cart also has another remote control for powering on and off the scan converter.

4. System Operation

4.1. Simple Conferencing

In order to conduct simple videoconferences, you will need the conferencing cart. You may turn the television on/off as necessary using the Panasonic remote control. You can only adjust the camera using the camera's

remote control. In order to control this camera, you will need to press the button 1 in the **Camera Select** area on the remote before accessing camera functions. Finally, in order to place and end calls, perform a self view, stoi and activate speed dial entries, and change video sources you will use the Tandberg remote control. A detailed list of features for the Tandberg remote appears in Appendix A. In order to use the camera on this cart, you will need to set the active video source using the Tandberg remote. Press preset button P1 to select the camera. (This camera can also be selected by choosing video source #3 (labeled *Main*) with the Tandberg remote.)

4.2. Enhanced Conferencing

In order to conduct videoconferences involving more than the single camera on the conferencing cart, you will need to connect the conferencing and media carts as described in sections 2 and 3. Once you have the carts connected and powered up, you are ready to begin use.

OVERALL VIDEO SOURCE SELECTION

In order to switch between the use of sources on the media cart vs. the main camera on the conferencing cart you will need the Tandberg remote. You can choose the active video source by selecting P1 when using the camera on the conferencing cart, or P2 #4 (*Media*) when using sources on the media cart. (The media cart source can also be selected by choosing video source #4 (labeled *Media*) with the Tandberg remote.)

MEDIA CART SOURCE SELECTION

In order to switch between the use of sources within the media cart, you will need to open the glass doors. Inside, you will find a (*Kramer VS-602*) switcher with two rows of buttons labeled, **To Bus A** and **To Bus B** respectively. To change the active source of video for the cart, you may press the appropriate button in the top row of buttons. The button you press will become active and its LED will be illuminated. These sources are labeled: Judge, Podium (camera from conferencing cart), Document Cam, VCR, and Computer.

If you use the VCR, you may control the tape using the front panel buttons, or the Panasonic remote control, which also controls the television. If you hook up a computer to the VGA port on the back of the cart, prior to usir the computer input you will need to power on the *scan converter* using its remote control.

MEDIA CART PICTURE-IN-PICTURE SELECTION

You may choose to use more than one image at a time. In order to do this, you will need to select the two sources you wish to use. The main image will be specified by your selection on the top row of buttons (**Bus A**). The picture-in-picture image will be specified by your selection on the bottom row of buttons (**Bus B**).

To specify your sources, first select the larger of the two desired images as the input **To Bus A**. Select the smaller of the two desired images as the input **To Bus B**. Once these are selected, you will need to hit the **Insert ON** button on the *Kramer PIP-200* box. When the picture-in-picture is enabled, this button will remain illuminated. After you have concluded the use of the picture-in-picture mode, please remember to hit the **Insert ON** button another time in order to return it to full screen operation.

Appendix A
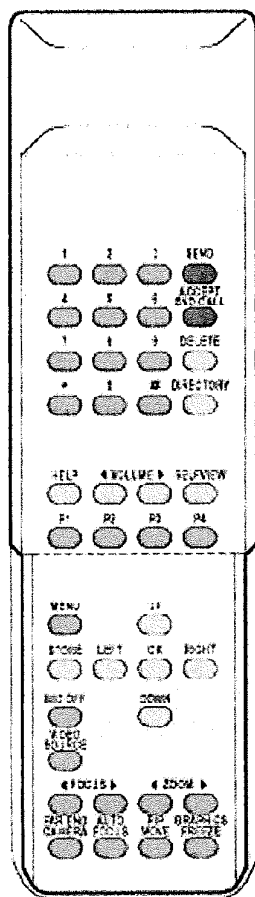
Making/Ending a Call

See other side for how to switch on the system

Make a call:	12345678 + ⬭ SEND
	(number)
Redial last number:	⬭ DIRECTORY + ⬭ SEND
Accept/End a call:	⬭ SEND / ⬭ ACCEPT END CALL
Delete last digit entered:	⬭ DELETE
Directory:	⬭ DIRECTORY + ⬭ UP / ⬭ DOWN + ⬭ SEND
Special call profiles:	#n*12345600+ ⬭ SEND
(n=number of channels)	
Two different numbers:	12345600**12345601 + ⬭ SEND
Restrict (56Kbps) call:	12345600# + ⬭ SEND

Adjustments

See outgoing picture:	⬭ SELFVIEW
Dual Monitor:	Use ⬭ SELFVIEW to toggle selfview/still-image
Adjust volume:	⬭ ⬭ VOLUME
Microphone on/off:	⬭ MIC OFF
Selecting presets	⬭P1 ⬭P2 ⬭P3 ⬭P4 or ⬭ and a key 0-9

Camera Positioning

Change camera positions:

⬭ UP

⬭ LEFT   ⬭ RIGHT   and   ⬭ ⬭ ZOOM

⬭ DOWN
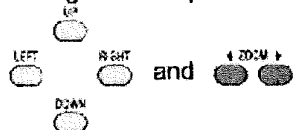
Storing presets (see other side)

Far End Camera

Control Far End Camera: ⬭ FAR END CAMERA

The Far End Camera is controlled in the same manner as your own camera (camera, video sources and presets)

Return to local camera: ⬭ FAR END CAMERA

Video Input

Select video input:

⬭ VIDEO + a number

(see on-screen menu)

Help

Press ⬭ HELP to obtain on-screen help. If you are within the Menu System you will receive context sensitive help.

CAMERA PRE-SETS

~~Pre Set Setup~~

SET CAMERA Position

Hold Down PRESET
   then PRESS A Number
   ORANGE Light will Blink on Camera